

Broadband Support Scheme

Notes on Completion 4 of 5



The Broadband Support Scheme application form will help us to assess your eligibility for support. We will ask you information regarding your business or voluntary organisation and its nature.

The Broadband Support Scheme is available to SMEs and Voluntary Sector Organisations based in Wales.

1. Organisation Details

Definitions

SMEs and Voluntary Sector Organisations are defined as follows:

Small and Medium Sized Enterprise (SME). A Welsh business which employs less than 250 people and which has a turnover of less than £25 million pounds (around €40 million euro) per annum.

Voluntary Sector Organisation (Registered Charity). A voluntary sector organisation is an organisation whose purposes are the advancement of education and/or the relief or poverty and/or the advancement of religion and/or other purposes which are beneficial to the community.

Please answer all questions as fully as possible.

Firstly please tick the relevant box to indicate your organisations status (i.e. business or voluntary organisation)

Address and details

Please give the full name, address, postcode, telephone number, fax and where appropriate web site and email address.

2. Installation address and details

If different from above please give the full name, address, postcode, telephone number, fax and where appropriate web site and email address of the installation premises (where broadband will be connected).

3. Technology

• xDSL • Satellite • Wireless
• Cable • Dedicated Internet Access Connection

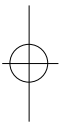
Please indicate which type of connectivity you are applying for a support for (see description in Brochure 1).

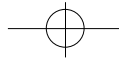
4. Groups of companies / voluntary organisations

Please indicate whether the business/voluntary organisation seeking assistance is part of a group of organisations under the same ownership/management.

5. Parent organisations name and address

Where more than 25% of the capital or voting rights of the organisation is owned by another firm, please give the name and address of that firm.





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6. Number of people employed

Please give an up to date figure for the number of people employed in the organisation. Where appropriate, please advise the number of people employed in the whole group or organisation.

7. Organisations main activities

Please describe the core business or nature of your organisation. Include activities whether related to the project or not e.g. manufacturing, finance, agriculture and tourism.

8. Project Manager

You should nominate one person in the organisation to be the Project Manager. This person will be the central day to day contact point for the WDA and will be the person to whom all correspondence will be addressed. The Project Manager should either be part of the business's senior management, or report directly to them. This person will be the WDA's point of contact on all financial matters – for example grant claims – as well as the person to provide progress reports.

9. Project Assistance

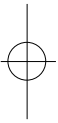
Please let us know your rationale for obtaining broadband connectivity. Tell us about the innovation you hope to achieve, the advantages your organisation may acquire. In particular tell us how the support will improve your organisations performance. The more information you provide, the simpler it will be for the WDA to process your application quickly.

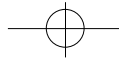
10. Eligible Costs

Please indicate the total costs of the project. You must supply the name and address of the supplier of the broadband service including a contact name. There are a number of suppliers for broadband technologies and your local ICT Centre will be able to provide you with a comprehensive list of companies offering this service in Wales.

You should indicate the cost of the service including the cost of the site survey, purchase and installation of the broadband technology and associated equipment, and the expected total charges for the service for one year. The maximum support available, if granted, will be 50% of the total cost which include the site survey, installation, equipment and running costs. The subsidy will not exceed £3000.

Please include a copy of your official quotation from your supplier.





Payment Details

Please enter the bank details for the account that the support will be paid into. These are required to expedite the payment of the support. Payments will be made by BACS (Bankers' Automated Clearing Service) straight into the company/voluntary organisation bank account. Payments may be made by cheque in exceptional circumstances.

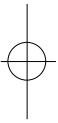
Please indicate on what terms you will pay your broadband service provider. For example your provider may require you to pay all costs up front, all costs quarterly or some up front and some quarterly. We need to know how you will be paying your broadband service provider in order to send you the correct number of grant claim forms. Payments will be made in arrears after receiving a fully completed claim form together with copies of invoices and proof of payment. Please note that a maximum of five claim forms will be sent. Payments can not be made monthly.

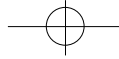
11. European Community Aid

Under EC Regulation 69/2001 ('de Minimis' aid regulation) a company may not receive more than €100,000 of de Minimis aid over three years. This includes aid from all public sources (e.g. Central Government Departments, District Councils), and includes finance from European Community sources e.g. through Structural Funds. It includes all types of aid e.g. loans, guarantees, grants, rent rebates or sale of land at less than best price. Please indicate all the aid your company has received in the past 3 years.

12. Declaration

It is a requirement of the application that a director, company secretary, proprietor, partner (or trustee from the voluntary organisation) signs and dates the declaration at the end of the application form.





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Capital Allowances

If your business is small, you may be able to claim 100% first year capital allowances. This is available against your investment in equipment that allows a computer, or a computer network, to be connected to the Internet. It is conditional on the equipment being purchased between 1 April 2000 and 31 March 2003. This means you can set the full cost of your investment against your taxable profits for the period of accounts during which the items are bought. If no extension is granted following the 2004 budget, small companies can claim first year allowances at a rate of 40%. Any WDA grant received will reduce the amount of capital allowances available.

Contact your local tax office or company accountant for more information.

NOTE – The WDA cannot provide support on capital equipment if you claim capital allowances against it.

For further information contact:
 Broadband Support Scheme
 Media Technology Programmes
 WDA
 Plas Glyndŵr
 Kingsway
 Cardiff
 CF10 3AH

Tel: 08457 77 55 77
 Fax: 029 20 368225
 Email: enquiries@wda.co.uk
www.wda.co.uk/broadband



The Broadband Support Scheme is delivered by the Welsh Development Agency which is a sponsored body of the Welsh Assembly Government.